



SPECIAL USE SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- ☐ **Application form** (attached).
- ☐ **Critical Areas Worksheet** (attached). Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- ☐ **Special Use Permit (SUP) Criteria** (attached). Describe how the proposed use complies with the "Decision Criteria".
- ☐ **Pre-Application Meeting Date:**
_____ (ask for handout).
A pre-application meeting with the City is required to submitting an application for any Type C action and/or for a project located in a critical area. **A pre-application meeting is required before a neighborhood meeting.**
- ☐ **Neighborhood Meeting Report Date:**
_____ (ask for handout).
A summary of the neighborhood meeting.
- ☐ **Detailed Description of Special Use** – Please provide detailed information describing the use of the property if this application for special use is approved. This information should include details of any new construction (building size, height, floor area, hardscape coverage, etc), number of employees, hours of operation and principal and secondary activities. Where new construction is anticipated, you should also provide a conceptual sketch and a project timeline and identify any permits you will be applying for.
- ☐ **Proof of Legal Lot** – Please provide proof that the property was created in accordance to the subdivision rules of the State of Washington. A legal lot is one that was created by a formal or short subdivision; or if property was created before October 1, 1972. (If created by a recorded short plat, a five-

year interval must occur before your parcel may be eligible to be platted again). Please provide a copy of the recorded short plat, plat, or lot line adjustment or a copy of legal conveyance (deed, real estate contract), whichever is applicable.

- ☐ **Certificate of Sewer Availability** is required for all sewer hook-ups. Contact Ronald Wastewater Management (206) 546-2494 or The Highlands (206) 362-2100.
- ☐ **Fire Flow Availability** – Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total gross area exceeds 2,500 square feet must show the distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant.
 - City of Seattle Public Utilities customers: To obtain a Water Availability Certificate, call (206) 684-5800.
 - Shoreline Water District customers: To obtain a Certificate of Fire Flow Availability, call (206) 362-8100.
 - The Highlands customers: To obtain a Water Availability Certificate, call (206) 362-2100.
- ☐ **Environmental Checklist** – **three (3) copies** required. The checklist should be completed in ink, or printed, and signed by the applicant. All questions should be answered as completely as possible.
- ☐ **Site Plans** – **four (1 reduced - maximum 11" x 17" and 3 full size) copies** drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations only may not require as detailed of a site plan.
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.

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The Development Code (Title 20) is located at mrsc.org

- Location, identification and dimensions of all proposed and existing buildings and their uses.
- Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.
- Dimensions of all property lines.
- Building/structure setbacks from front, side, and rear property lines.
- Buildings within 50' of the proposed structure.
- Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.
- Location of existing parking spaces, include traffic flow and all internal walkways.

- **Vicinity Map** – Submit **one (1) copy** of a professionally drafted vicinity map, drawn at an appropriate scale (such as 1" = 100'), that shows the following information:
- Graphic scale and north arrow.
 - Name, address and telephone number of the person who prepared the drawing, together with a drafting date.
 - The exact boundaries of the subject property and the footprint and location of any buildings on the property.

- The exact boundaries and zoning of all properties within a 500' radius of the perimeter of the proposed rezone site.
- The location, width and name of all public and private roads in the vicinity of the project site.
- The footprint and location of any buildings on properties in the vicinity of the project site.
- Significant topographic features such as creeks, rivers, wetlands, drainage swales, steep slopes, etc.
- The name and location of any public parks, libraries and similar facilities in the vicinity of the project site.

□ **Notice Materials**

- Provide current King County Assessor's quarter-section map(s) with the subject property identified and showing all property within 500' of any boundary of the subject property. Draw 500-foot boundary line on the map(s). Key the list of property list owners to the map(s) by the owners' tax account numbers.
 - **Three (3) sets** of mailing labels for all property owners within 500' of any boundary of the subject property.
 - A copy of the mailing label list.
 - A copy of the Assessor's map with the 500 foot boundary outlined.

NOTE: King County no longer provides mailing label services. Planning & Community Development can provide this for a fee of \$149.50 or the department can provide you instructions how to obtain this information off of the web and how to do a mail merge document to produce two sets of mailing labels for your application.

Submittal Fee: \$8,970.00 is the initial application fee (\$149.50 hourly rate, 60 hours minimum)

Public Hearing Fee: \$2,295.00

Environmental Checklist Review Fee:

Multi-family/commercial	\$2,242.50 (\$149.50 hourly rate, 15 hours minimum)
Single-family	\$1,495.00 (\$149.50 hourly rate, 10 hours minimum)

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under "Popular Links" select "Permits".